

# How to “Make your own...” accessibility plan for ADA compliance

Consistent with seven elements of Best Practices, an accessibility plan for a small town should...

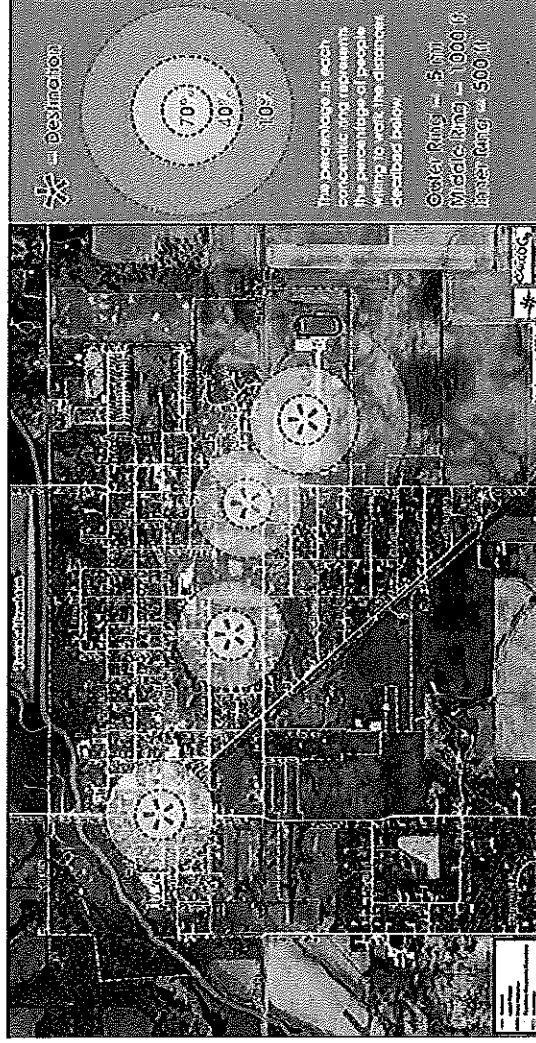
- Identify an ADA Coordinator
- Identify Complaint Process
- Develop/Adopt Design Standards
- Identify Public Involvement Opportunities
- Identify Barriers to Access
- Identify Plan (time and budget) to Remove Barriers
- Reevaluation Schedule



# Examples

## Chapter Three: Identifying Priorities for Pedestrian Improvements

### Frankton, Indiana Walkability Distances



FRANKTON Pedestrian Mobility Plan 2008

# Examples

FRANKTON, INDIANA:

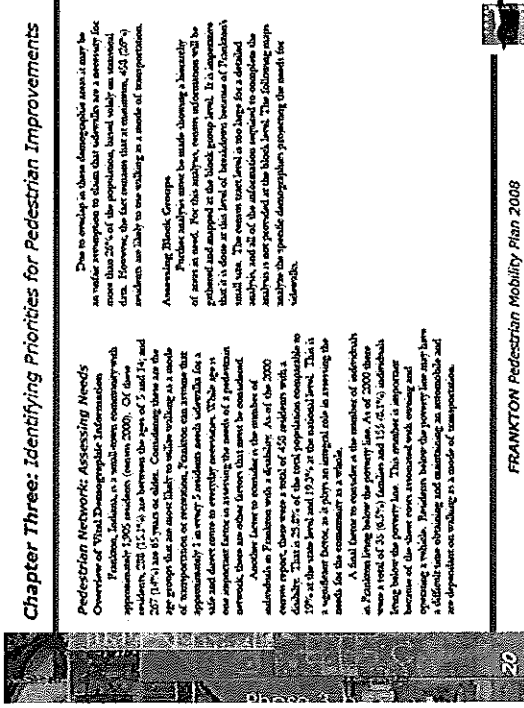
Source:

<http://www.mccog.net/pdf/2008>

[Frankton Mobility Plan.pdf](#)

Prioritize Based On:

- Age- Assumption Relating to Need for Pedestrian Mobility
- Disability - Known Populations
- Income - Poverty and Need for Pedestrian Mobility



## Chapter Three: Identifying Priorities for Pedestrian Improvements

### Pedestrian Network Assessing Needs

**Overview of Vital Demographic Information**  
Frankton, Indiana, is a small town community with approximately 1,905 residents (census 2000). Of these residents, 20% (381) are between the ages of 5 and 14, and 27 (14%) are 65 years or older. Considering there are the age groups that are most likely to walk, walking is a mode of transportation that is used by a significant portion of the community. It is important to identify the needs of these individuals for a safe and direct route to existing destinations. While age is one important factor in identifying the needs of a pedestrian network, there are other factors that must be considered.

Another factor to consider is the number of individuals in Frankton with a disability. As of the 2000 census report, there were a total of 426 residents with a disability in Frankton. This represents 22% of the total population of Frankton. This is a significant factor as it plays an integral role in assessing the needs for the community as a whole.

A final factor to consider is the number of individuals in Frankton living below the poverty line. As of 2000 there were a total of 35 (1.8%) families and 155 (8.1%) individuals living below the poverty line. This number is important because of the fact that many individuals with low income often have a difficult time obtaining and maintaining a vehicle and are dependent on walking as a mode of transportation.

Due to mobility in these demographic areas it may be an under assumption to claim that walking is a necessary for more than 25% of the population, based solely on statistical data. However, the fact remains that at minimum, 453 (23%) residents are likely to use walking as a mode of transportation.

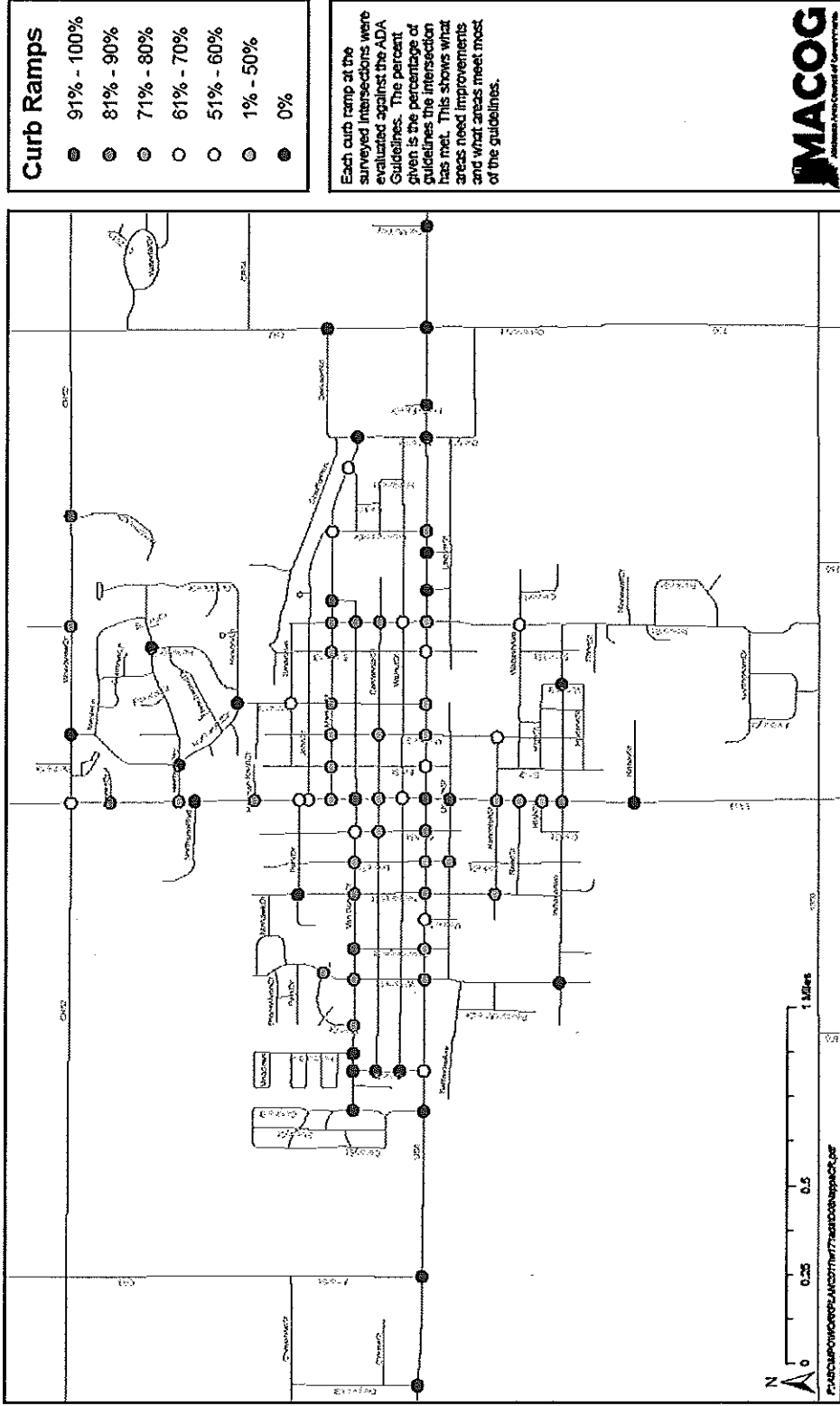
### Assessing Block Groups

Further analysis may be made through a hierarchy of sorts is used. For this analysis, census information will be gathered and mapped at the block group level. It is important that it is done at this level of breakdown because of Frankton's small size. The census tract level is too large for a detailed analysis, and as of the information required to complete the analysis is not provided at the block level. The following map shows the specific demographic information for each of the blocks.



# Examples

Figure 1: Percentage of Curb Ramps meeting ADA Guidelines



# Template for Accessibility Plans

**EXAMPLE: ADA ACCESSIBILITY PLAN FOR SMALL TOWN, INDIANA**

**1. DESIGNATION OF ADA COORDINATOR**  
 The ADA Coordinator for Smalltown, Indiana is [Name of Town Official], in their official role as the [Name of Official Position] for the town.

The ADA Coordinator is responsible for ensuring this plan is current and that provisions are properly addressed and records maintained. Some facilities in our town are the responsibility of other agencies. For example, the County and State DOT both operate facilities in our town. Therefore, our ADA Coordinator will sometimes need to work with their ADA Coordinators to address situations in our area that involve their facilities.

Other ADA Coordinators	ADA Coordinator's Name & Title	Coordinator's Phone Number
County ADA Coordinator	John Smith, Public Works Director	(202) XXX-XXXX
Indiana DOT - District	Jane Smith, ADA Coordinator	(202) XXX-XXXX
State Police	Mark Smith, Superintendent	(202) XXX-XXXX

**2. OPPORTUNITY FOR PUBLIC NOTICE**  
 Opportunity of the public to learn and comment on how Smalltown, Indiana is working to meet the Federal Americans with Disabilities Act requirements is provided during any town meeting. Every two years, the town will also include ADA as an official agenda item for our town meeting to ensure the public and our officials are kept up to speed and learn more about our progress in making our town more accessible. The person who is responsible for ADA may also be contacted on their own time, how they are also taking steps to meet these requirements in our town.

**3. GRIEVANCE PROCEDURE**  
 Complaints about access to public services or facilities in Smalltown, Indiana are received at the town hall. These are then given to the ADA coordinator to be coordinated and resolved. If the complainant cannot be reached, then our County or the State of Indiana's ADA Coordinator may help mediate the complaint. At any time a complaint may be submitted directly to the U.S. Department of Justice.

**4. DESIGN STANDARDS, SPECIFICATIONS AND DESIGN DETAILS**  
 For design standards, specifications and design details, Smalltown, Indiana relies upon the design standards used by the County and the Indiana Department of Transportation. Both of these agencies have developed design standards that are ADA compliant.

**5. INVENTORY OF FACILITIES**  
 Using a map of our town to first identify where we offer public services, an initial inventory of sidewalks, curb ramps and intersections was completed on 11/10/2014. A map showing the inventory is on the following page.

**EXAMPLE: ADA ACCESSIBILITY PLAN**

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**6. SCHEDULE & BUDGET FOR IMPROVEMENTS**

Each year, Small town, Indiana receives approximately \$10,000 in local revenue from the State, which is used for our annual budget. At this time, it is estimated that \$1,000 can be provided to address non-compliant curb ramps, sidewalks and other barriers. Based upon this estimated amount and our map showing the location of public services, the following improvements are planned to be addressed over the next three to five years:

Access to	Improvement Location	Estimated Cost	Priority/Year
South Hall	Curb ramps to be installed	\$1,000	2014-2015
Public Office	Signage required for curb ramps	\$700	2015-2016
Public School	Signage required for curb ramps	\$300	2016-2017
	Subtotal using State Road	Owned by INDOT, Needs to coordinate with INDOT	

**7. MONITORING PROCESS**

Small town, Indiana will evaluate this plan every two years as part of our regular budget process and then revise our plan as needed. An opportunity to discuss the plan will be held during the town's regular administrative meetings.

Responsibility maintained:

Name of Town Official	Date

**EXAMPLE: ADA ACCESSIBILITY PLAN**

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# Template for Accessibility Plans

**INVENTORY FOR LITTON, INDIANA (2012)**

Public Services and Places Needing Public Access:

Green Hill	100 North Johnson Street
First Presbyterian	101 East Park Street
Public Department	100 Campbell
Hardware	Westport Regional Branch 1000 North 5th St
Library	100 25th Street
Public Works & Maintenance	100 North Main
Public Schools	100 West School Street 100 West School Street 100 West School Street
Public Storage	100 West School Street
Public Storage	100 West School Street
Public Storage	100 West School Street

MAPS: (Source: Google Earth and MapQuest)



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EXAMPLE: ADA ACCESSIBILITY PLAN

## Advantages:

Intended to demonstrate 504 compliance

Uses same "seven steps" or elements as ADA transition plans

Incorporates ADA contacts from other agencies to allow for better coordination (ie. State projects in a local town)

Easy to develop quickly using common tools like MS Word, GoogleMaps or GoogleEarth.

**Disclaimer:** This *example* is provided for informational purposes only. It does not constitute legal advice. For legal advice, please contact your own legal counsel.

## **EXAMPLE: ADA/504 PLAN FOR SMALL TOWN, INDIANA**

### **1. DESIGNATION OF ADA COORDINATOR**

The ADA/504 Coordinator for Smalltown, Indiana is [Name of Town official], in their official role as the [Name of Official Position] for the town.

The ADA/504 Coordinator is responsible for ensuring this plan is current and that grievances are properly addressed and records maintained. Some facilities in our town are the responsibility of other agencies. For example, the County and State DOT both operate facilities in our town. Therefore, our ADA/504 Coordinator will sometimes need to work with their ADA/504 Coordinators to address situations in our area that involve their facilities.

<i>Other ADA Coordinators</i>	<i>ADA Coordinator's Name &amp; Title</i>	<i>Coordinator's Phone Number</i>
County ADA/504 Coordinator		(XXX) XXX-XXXX
Indiana DOT – Central Office	Latosha Higgins, ADA/504 Coordinator	(317) 234-6142
School District	To Be Determined, Superintendent	(XXX) XXX-XXXX

### **2. OPPORTUNITY FOR PUBLIC NOTICE**

Opportunities for the public to learn about and comment on how Smalltown, Indiana is working to comply with the ADA and Section 504 are provided during town meetings. Every two years, the town will also include the ADA and Section 504 as an official agenda items for our town meeting, to ensure the public and our officials may be updated and learn more about our progress at making our community easy to access. The State and/or federal officials responsible for ADA/504 compliance may also be invited so that we may learn how they are also taking steps to meet these requirements in our town.

### **3. GRIEVANCE PROCEDURE**

Complaints about access to public services or facilities in Smalltown, Indiana are received at the town hall. These are then given to the ADA/504 Coordinator to be investigated and resolved. If the complaint cannot be resolved, then our County or the State of Indiana ADA/504 Coordinator may help mediate the complaint. At any time, a complaint may be submitted directly to the U.S. Department of Justice.

### **4. DESIGN STANDARDS, SPECIFICATIONS AND DESIGN DETAILS**

For design standards, specifications and design details, Smalltown, Indiana relies upon the design standards used by the County, and the Indiana Department of Transportation. Both agencies have design standards that are ADA compliant.

**5. INVENTORY OF FACILITIES**

Using a map of our town to first identify where we offer public services, an initial inventory of sidewalks, curb ramps and intersections was completed on XX/XX/201X. A map showing the inventory is on the following page.

**6. SCHEDULE & BUDGET FOR IMPROVEMENTS**

Each year, Small Town Indiana receives approximately [\$10,000] in local revenues from the State, which is use for our annual budget. At this time, it is estimated that [\$1,000] can be provided to address non-compliant curb ramps, sidewalks and other barriers. Based upon this estimated amount and our map showing the location of public services, the following improvements are planned to be addressed over the next three to five years:

<i>Access to:</i>	<i>Treatment &amp; Location</i>	<i>Estimated Cost</i>	<i>Priority/Year</i>
Town hall	Curb ramps to be updated	\$1,300	2012-2013
Post office	Sidewalks repaired & curb ramps	\$700	2013-2014
Park	Sidewalks repaired & curb ramps	\$1,400	2014+
Public School	Sidewalks along State Road	Owned by INDOT (\$10,000)	Need to coordinate with INDOT

**7. MONITORING PROGRESS**

Small town Indiana will evaluate this plan every two years as part of our regular budget meetings and then revise our plan as needed. An opportunity to discuss the plan will be held during the town’s regular administrative meetings.

Respectfully submitted:

\_\_\_\_\_  
Name of Town Official                      Date